

**Fairfield City Council**  
**COVID-19**  
**Community Facilities Frequently Asked Questions**

**1. What steps do I have to take in order to resume my regular hire and become a COVID safe business/community organisation?**

As a hirer, you must complete a COVID-19 Safety Plan, which is available on the NSW Government website. In addition to this, you must complete the online form that has been emailed to each hirer. If you need a paper copy of this information sent out to, you please contact the facilities team on 9725 0222. <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

**2. What COVID-19 Safety plan should I complete?**

Each organisation must find their most appropriate Covid-19 Safety Plan. There are a number of templates available on the NSW Government website, as well as an "All Other Industries" template that can be completed if there is not an appropriate category. The template that most organisations will use Community Centre and Halls template.

<https://www.nsw.gov.au/covid-19/industry-guidelines/community-centres-and-halls>

**3. What do I do with the COVID-19 Safety Plan once I have completed it?**

Once you have completed your plan you must submit the COVID-19 Safety Plan to Fairfield Council as part of the approval process to re-book into our Community Facilities. The COVID Safe Plan must be kept with the hirer during the booking and updated as the Public Health Order identifies changes to your operations.

**4. What will be the number of people allowed at the community centre I hire?**

Currently all Community Facilities have a capacity of 20 people per space as long as the building has capacity to manage the 4m<sup>2</sup> separation for space.

From 1 July 2020, a limit of one person per 4m<sup>2</sup> will be introduced. Each centre will vary in capacity dependent on size. A separate document has been developed and provided to all regular hirers outlining the capacity of each space. This will be in place from 1 July 2020 until further notice.

**5. When can I start?**

All regular hirers can access the facilities from Monday 22 June 2020 onwards as per their regular hire as long as they have provided the appropriate paperwork and have a COVID-19 Safety Plan in place.

**6. Can I access the venue half hour earlier to set up and put in place my COVID safe measures for example, markers, posters etc?**

This will be managed on a case-by-case basis and will be dependent on a number of factors including if there is a booking prior and what COVID Safe measures are outlined in your COVID Safe plan.

**7. Will Council provide hand sanitiser?**

No. Due to the high use of our facilities and the importance of appropriate use of hand sanitisers, Council will require hirers to ensure adequate provision of this product.

It will be the responsibility of the hirer to have appropriate hand sanitiser available for their participants. Hirers are also encouraged to wipe down any hard surfaces that participants might touch during the hire period.

**8. What is council doing to maintain the centre I hire clean and COVID 19 safe?**

Council has reviewed our cleaning processes and have increased the cleaning of centres. This includes additional services to wipe down high frequency use surfaces. Signs will be in place to remind our customers about the need for hygiene and safe distancing.

These measures are in place to reduce the spread of viruses and your assistance in implementing a COVID-19 SAFE Plan is critical to mitigating these risks.